

School Safety Incidents Involving Weapons Behavior Management – Infinite Campus

April 4, 2018

Weapon violations are currently selected as a Law Violation on the Event Detail section of the Behavior Management Tool. In analyzing recent data, concerns exist regarding the accuracy of reported weapon violations. The purpose of this document is to provide (1) guidance for accurately entering these violations into the system and (2) instructions on how to review incidents created prior to this notification in order to ensure Safe Schools reporting is accurate for the 2017-18 school year.

Guidance for Accurately Entering Weapon Violations

Per [KRS 158.444](#) all incidents involving the possession of guns or other deadly weapons on school property or at school functions must be reported as a behavior incident in the student information system, Infinite Campus. For reference:

School property can include the school building, campus/grounds, bus, athletic field, etc.

- School functions can include field trips, assemblies, athletic events, etc.
- The incident may occur during school hours or outside of school hours.

Current Weapon Law Violations:

- 151 – Weapon – Handgun
- 152 – Weapon – Rifle
- 153 – Weapon – Other/Firearm
- 154 – Weapon – Other

Current analysis of the data indicates that data entry staff are not certain which weapon violation to select. To offer clarity, definitions and examples for each option are shown below:

- 151: Weapon-Handgun—A *handgun* is any firearm that can be held and fired with one hand. This category also includes revolvers and pistols.
- 152: Weapon-Rifle—A *rifle* is a shoulder firearm with spiral grooves cut in the inner surface of the gun barrel to give the bullet a rotatory motion and thus a more precise trajectory. This category also includes *shotguns*.
- 153: Weapon-Other Firearm—Weapons that will expel a projectile by the action of an explosive. Examples include *muzzle loader* or other homemade firearms that use an explosive to expel a projectile.
- 154: Weapon-Other—Any object capable of being readily used by one person to inflict severe bodily injury upon another person. Examples include (but are not limited to): *knives, artificial knuckles, club, baton, air gun, BB gun, pellet gun* and *nunchaku karate sticks*.

Instructions on Reviewing and Correcting Weapon Violations

KDE recommends that each district and/or school review weapon violations entered for the district in the 2017-18 school year to ensure accuracy of coding. To do so, use the following steps:

- PATH: KY State Reporting | Safe Schools.
- Report Selection: Deselect all and select SS2: Possession of Guns or Other Deadly Weapons.
(This selection will generate a list of all reportable weapon law violations 151-154 noted above.)
- Clean up any errors or warnings produced before generating the Safe Schools Extract.

The Excel file produced will provide a list of any weapon violations entered for your district or school for review. Staff should review each incident on the student behavior tab to ensure the appropriate code is selected based on the definitions/examples provided in this document.

*Please reference the [Behavior Data Standards](#) for complete instructions on entering behavior incidents, event participants and resolutions via the Behavior Management Tool of Infinite Campus.

**Please contact [Windy Newton](#) with any questions or concerns.